

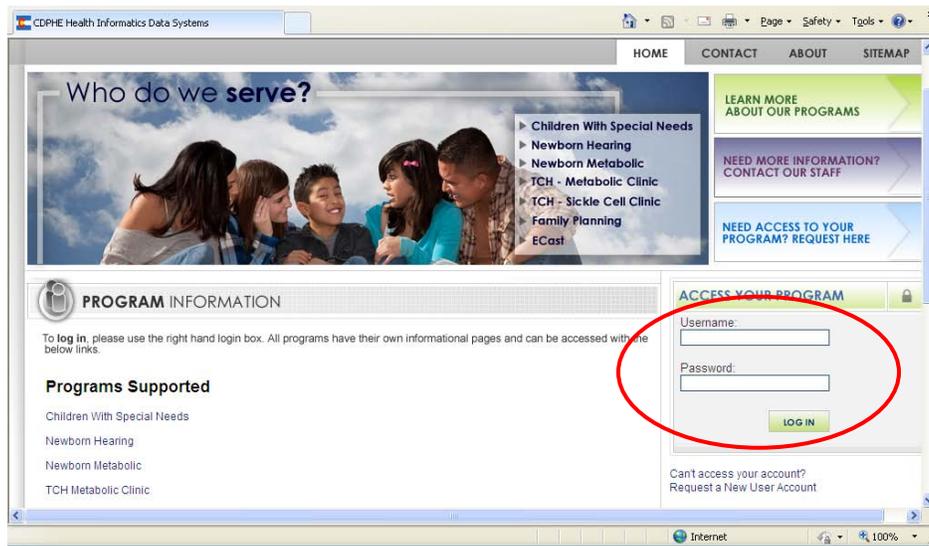


## Integrated Data System (IDS) Training

### -Entering Newborn Hearing Screening (NBH) data into IDS-

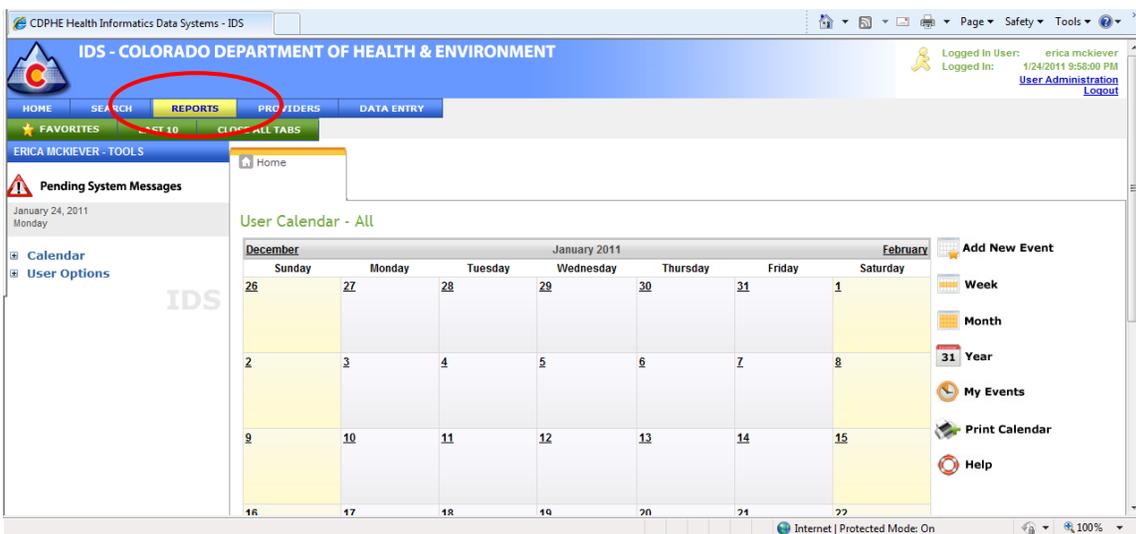
Open CDPHE Health Information Data Systems at <https://www.phi.dphe.state.co.us>

- Enter Username and Password
- Click “LOG IN”



### Run a report:

- Click on Report tab



- Select “Hospital Follow-Up” from drop down box

- Enter Start Date and End Date: this should capture an entire year ending with the month previous to the date running the report. Goal is to run report monthly, typically the middle of the month.

Example: Run report on Jan 15<sup>th</sup>, 2011

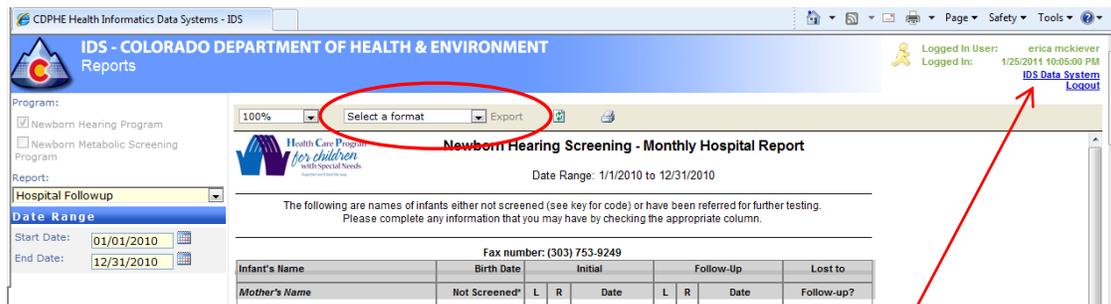
Start Date: 1/1/2010

End Date: 12/31/2010

- Click “Submit”



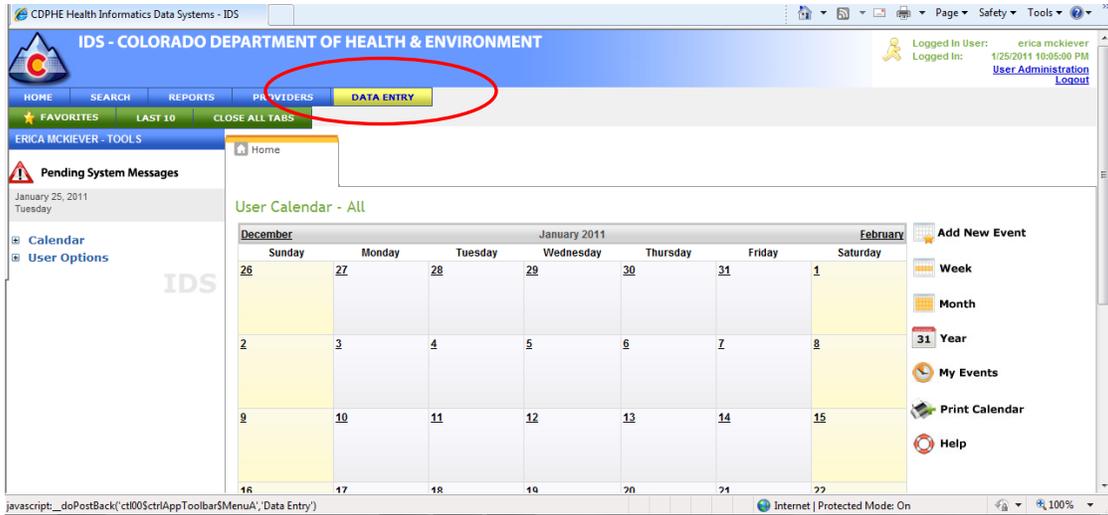
- Go to drop down box that shows “Select a format”
- Select “Acrobat (PDF) file”
- Click “Export”
- Save or print as needed



(To go back to home page, click on “IDS Data System” at top right corner)

Enter data using report as your guide:

- Click on “Data Entry” tab near the top of the page



You will see the following screen:

- Enter IDS number (located on report) for quickest access to record



You may also search by baby's name. Please note that the system is sensitive to misspellings or inaccurate dates. If unsure of spelling, use first 1 or 2 letters of name to allow system to recognize all similar spellings. If unable to find record, click the "All Status" check box and try again

- Verify patient name
- Screened: Click "Yes" for Screened:
- Date: Enter correct date of screening (the date field is populated with a random date that does not accurately reflect any significant dates)
- Result: Click on result drop-down box for left and right ears. Select appropriate result
- Notes: add any notes that are pertinent to case especially reasons why a baby was not screened, ex: "baby not screened due to technical difficulties with screening device"

- Click "Update" (record data will NOT save unless "Update" is selected)

IDS - COLORADO DEPARTMENT OF HEALTH & ENVIRONMENT  
NBH Data Entry Screening Results

Logged In User: erica mckiever  
Logged In: 3/15/2011 10:15:00 AM  
IDS Data System  
Logout

Patient Search  
ID#: ID Number  
DOB: Date of Birth  
Last: Last Name  
First: First Name  
All Program All Status  
Search  
Clear

T [REDACTED], [REDACTED] O. DOB: 11/27/2010 #22 [REDACTED] 1 (NBH)

Initial Screen...

Birth Date: 11/27/2010  
Screened:  Yes  No  Unknown Reason Not: NICU  
Date: 12/16/2010 Location: Swedish Medical Center  
Result Left: Not Screened/Missed Result Right: Not Screened/Missed  
Notes: Not Screened/Missed  
Passed  
Referred/Failed  
Spelling...

Follow-Up Screen...

Outcome...

Pending Diagnosis...

Record Information  
Updated: 2/23/2011 10:48:00 AM  
Updated By: NEST  
Created: 12/20/2010 12:39:00 PM

Update

- If recording data for a follow up screening, click on the "Follow-Up Screen" tab
- Enter data in same manner as for Initial Screen tab
- Click "Update"

IDS - COLORADO DEPARTMENT OF HEALTH & ENVIRONMENT  
NBH Data Entry Screening Results

Logged In User: erica mckiever  
Logged In: 3/15/2011 10:15:00 AM  
IDS Data System  
Logout

Patient Search  
ID#: ID Number  
DOB: Date of Birth  
Last: Last Name  
First: First Name  
All Program All Status  
Search  
Clear

T [REDACTED], D [REDACTED] O. DOB: 11/27/2010 #22 [REDACTED] (NBH)

Initial Screen...

Birth Date: 11/27/2010  
Screened:  Yes  No  Unknown Reason Not: NICU  
Date: 12/16/2010 Location: Swedish Medical Center  
Result Left: Not Screened/Missed Result Right: Not Screened/Missed  
Notes: Not Screened/Missed  
Passed  
Referred/Failed  
Spelling...

Follow-Up Screen...

Outcome...

Pending Diagnosis...

Record Information  
Updated: 2/23/2011 10:48:00 AM  
Updated By: NEST  
Created: 12/20/2010 12:39:00 PM

Update

IDS - COLORADO DEPARTMENT OF HEALTH & ENVIRONMENT  
NBH Data Entry Screening Results

Logged In User: erica mckiever  
Logged In: 3/15/2011 10:15:00 AM  
IDS Data System  
Logout

Patient Search  
ID#: ID Number  
DOB: Date of Birth  
Last: Last Name  
First: First Name  
All Program All Status  
Search  
Clear

T [REDACTED], D [REDACTED] O. DOB: 11/27/2010 #22 [REDACTED] (NBH)

Initial Screen...

Follow-Up Screen...

Screened:  No  Yes  Unknown Reason Not: [REDACTED]  
Date: [REDACTED] Location: [REDACTED]  
Result Left: [REDACTED] Result Right: Swedish Medical Center  
Notes: [REDACTED]  
Spelling...

Outcome...

Pending Diagnosis...

Record Information

Update

\*Note: if there is no follow-up screening data to report, the results fields MUST be left blank. If these fields reflect a “Not Screened/Missed” entry, the reporting mechanism will be skewed. If you inadvertently click on a result but would like to make it blank again, just click on the drop-down menu and select the blank space.

**General Notes:**

- IDS tracks the last person that updates the record with a time stamp.
- Updated: records last update to record (only records when click on “Update”)
- Updated By: records last user to update record (“NEST” indicates information was submitted initially by the birth certificate upload)
- Created: records when the record was transferred into the database from birth certificate

- Database times out after approximately 30 minutes. Must log in again to resume. Any data not saved when the system times out will be lost
- If you are unable to log in, for example, because you have forgotten your password, you can retrieve a new password by going to the main web page and clicking on “Can’t access your account?” Follow the prompts.
- If you get “An Error Has Occurred” message, click on the back arrow and log out then log back in again until this issue has been resolved with the data coordinators (see next page)



## Transferring a Patient:

- There are two places to complete a transfer from your hospital to the transferring hospital.
- Transferring a patient will allow the birth hospital AND the transferred hospital to see the record on the report and have access for data entry. This is a shared responsibility situation. Typically, the transfer hospital will do the screening.

### STEP 1: Transfer

- Next to 'Reason Not', click on the drop down box and select 'Transferred'.

IDS - COLORADO DEPARTMENT OF HEALTH & ENVIRONMENT  
NBH Data Entry Screening Results

Logged In User: erica mckinver  
Logged In: 4/4/2011 10:20:00 AM  
IDS Data System  
Logout

Patient Search  
ID#: 228291  
DOB: [Date of Birth] [20]  
Last: [Last Name]  
First: [First Name]  
[All Program] [All Status]  
[Search] [Clear]

TOMORI, DANIEL O. DOB: 11/27/2010 #228291 (NBH)

Initial Screen...  
Birth Date: 11/27/2010  
Screened: [Yes] [No] [Unknown]  
Date: 12/16/2010  
Result Left: [Not Screened/Missed] Result Right:  
Notes:  
[Spelling...]  
Location: [NICU] (dropdown menu open)  
[Broken Appointment]  
[Could Not Test]  
[Deceased]  
[Hospice]  
[Incomplete]  
[Insurance/Funding]  
[Invalid]  
[Missed at hospital]  
[NICU]  
[No Information]  
[Other]  
[Parental Discrepan]  
[Scheduled]  
[Transferred] (highlighted)  
[Transferred Out State]  
[Unknown]

Follow-Up Screen...  
Outcome...  
Pending Diagnosis...  
Record Information  
Updated: 2/23/2011 10:48:02 AM  
Updated By: [User]  
Created: 12/20/2010 12:39:00 PM  
[Update]

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- Next to 'Location', click on drop down box and select hospital to where baby will be transferred
- Click 'Update'

IDS - COLORADO DEPARTMENT OF HEALTH & ENVIRONMENT  
NBH Data Entry Screening Results

Logged In User: erica mckinver  
Logged In: 4/4/2011 10:20:00 AM  
IDS Data System  
Logout

Patient Search  
ID#: 228291  
DOB: [Date of Birth] [20]  
Last: [Last Name]  
First: [First Name]  
[All Program] [All Status]  
[Search] [Clear]

TOMORI, DANIEL O. DOB: 11/27/2010 #228291 (NBH)

Initial Screen...  
Birth Date: 11/27/2010  
Screened: [Yes] [No] [Unknown]  
Date: 12/16/2010  
Result Left: [Not Screened/Missed] Result Right:  
Notes:  
[Spelling...]  
Location: [Transferred] (dropdown menu open)  
[Swedish Medical Center]  
[Prothonotary St. Luke's Medical Cent]  
[Prowers Medical Center]  
[Rangely Hospital District]  
[Rose Medical Center]  
[Saint Anthony Summit Medical Cent]  
[San Luis Valley Regional Medical Cen]  
[Sedgewick County Memorial Hospital]  
[Sky Ridge Hospital]  
[Southwest Memorial Hospital]  
[St Anthony Hospital Central]  
[St Anthony Hospital North]  
[St Francis Medical Center]  
[St Joseph Hospital]  
[St Mary's Hospital & Medical Ctr]  
[St Mary-Corwin Medical Center]  
[St Thomas More Hospital]  
[St Vincent General Hospital]  
[Sterling Regional Medical Center]  
[Swedish Medical Center]  
[The Children's Hospital]  
[The Memorial Hospital]  
[University of Colorado Hospital]  
[Unknown Facility]  
[USAF Academy Hospital]  
[Vail Valley Medical Center]  
[Valley View Hospital]  
[Wray Community District Hospital]  
[Yampa Valley Medical Center]  
[Yuma District Hospital]

Follow-Up Screen...  
Outcome...  
Pending Diagnosis...  
Record Information  
Updated: 2/23/2011 10:48:02 AM  
Updated By: [User]  
Created: 12/20/2010 12:39:00 PM  
[Update]

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## Updating record for a Deceased Baby:

- Go to Data Entry tab and click on drop down box next to 'Reason Not'
- Select 'Deceased' then click on 'Update'

IDS - COLORADO DEPARTMENT OF HEALTH & ENVIRONMENT  
NBH Data Entry Screening Results

Logged in User: ewe mckover  
Logged in: 6/4/2011 12:40:00 PM  
IDS Data System  
Logout

Patient Search  
ID#: 228291  
DOB: State of Birth  
Last: Last Name  
First: First Name  
All Program All Status  
Search Clear

TOMORI, DANIEL O. DOB: 11/27/2010 #228291 (NBH)

Initial Screen...  
Birth Date: 11/27/2010  
Screened:  Yes  No  Unknown Reason Not: **Deceased**  
Date: 12/16/2010 Location:  
Result Left: Not Screened/Missed Result Rpt:  
Notes:  
Spelling...  
Follow Up Screen...  
Outcome...  
Pending Diagnosis...  
Record Information  
Updated: 3/23/2011 10:48:00 AM  
Updated By: NBSY  
Created: 12/20/2010 12:39:00 PM  
Update

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